

**JOB DESCRIPTION**

**Section 1 - Identifying Data**

|                                      |                            |
|--------------------------------------|----------------------------|
| Position Title                       | Executive Assistant, Panel |
| Incumbent                            |                            |
| Supervisor's Title                   | Panel and Hearing Manager  |
| Branch/Unit                          | Assessment Branch          |
| Location                             | Whitehorse                 |
| Date Completed                       | November 6, 2025           |
| Valid Class 5 Yukon Driver's License | Yes                        |
| Classification                       | AR09                       |

**Section 2 – General Summary**

The Executive Assistant provides coordination and administrative support to the Panel Team, ensuring efficient operation of the Panel unit. The Executive Assistant (EA) is responsible for managing schedules, coordinating meetings, handling correspondence, and supporting various projects. The EA attends community meetings and hearings in various communities across the Yukon.

Reporting to the Panel and Hearing Manager, the EA is responsible for coordinating events and meetings, engaging with stakeholders and community members, and assisting with all parts of the panel process including communications, assessment and policy.

**Section 3 – Organizational Structure**

See attached Organizational Chart.

**Section 4 – Principal Duties and Responsibilities (limit to 10 Duty Statements)**

1. Coordinates all logistical and administrative arrangements for external and internal Panel and Hearing Meetings, including venue organization and preparation, logistics, working with consultants, preparing packages and agendas, making arrangements and any necessary changes for staff travel and accommodation.
2. Responsible for drafting, editing and reviewing official documents related to Panel activities and decisions. This includes circulating draft minutes, tracking action items and checking documents for appropriate grammar, spelling, readability and conformance with approved internal processes or guidelines.
3. Assists with communications tasks including reviewing and coordinating the implementation of the engagement plan, working with the Communications Team to support development of brochures and plain language documents, social media posts, print and radio ads, and updates to website content.
4. Assists the Panel Policy Officer with policy matters including research on policies and procedures using the YESAB Online Registry and website, analyzing information, and preparing correspondence and policy documents.

5. Regular engagement with First Nations, communities, project proponents, stakeholder groups and the public to explain panel processes.
6. Supports Assessment Officers, Technical Assessment Officers and Project Assessment Leads with environmental assessment activities including conducting research, assisting with preparation of guidelines and tools required for assessment and using the YESAB Online Registry.
7. Provides and supports training and orientation for new staff.

## **Section 5 – Contacts**

- Contact with the Panel and Hearing Manager and Panel team to exchange information, problem-solve, organize meetings, events and communication materials.
- Contact with First Nations, stakeholder groups, and interested members of the public to obtain/provide information, advice and guidance regarding the panel and hearing process.
- Contact with the general public, non-governmental organizations, interest groups, and all levels of government to exchange information and respond to inquiries.
- Contact with YESAB staff to provide updates on the panel process.
- Contact with the communications team.
- Contact with the Executive Assistant to the Executive Director and Board to coordinate information and tasks.
- Contact with Panel staff to exchange information, establish priorities/deadlines, follow-up on commitments, relay instructions, and organize meetings.
- Contact with YESAB staff at all levels exchange information, coordinate activities, to provide advice and direction on administrative procedures, and provides corporate updates.
- Contact with contractors, service providers and consultants to exchange information and resolve issues.
- Contact with airline and hotel personnel to make reservations for staff travel
- Contact with Records Administrator to ensure that files are maintained in accordance with current guidelines and policies.
- Contact with other YESAB managers to identify emerging issues and trends and to ensure consistent application of administrative processes and policies across the organization.

## **Section 6 – Specific Accountabilities**

- Handling of administrative functions for the Panel Team;
- Information provided to YESAB staff, external stakeholders, First Nations and community members in an accurate and timely manner;
- Identification and compilation of background information required for meetings and follow up;
- Notifying the Panel and Hearing Manager when deadlines will not be met on action items;
- Document format, style and accuracy of word-processing;
- Thoroughness and content of research;
- Prioritization of workload to ensure deadlines are met;
- Arrangements and logistics of meetings;

- Solutions to administrative issues and problems.

### **What are the impacts of performing the Principal Duties and Responsibilities?**

The decisions made by the incumbent impact on the provision of reliable and efficient administration and secretarial support to the Panel Team. The decisions can also impact the effectiveness of the relations between the Panel Team and stakeholders, members of the public and other YESAB staff.

### **Section 7 – Working Environment**

Generally, the incumbent works in an office environment. The incumbent may attend meetings and special events held in communities, which will require travel (5 trips/year lasting approximately 4 - 5 days/trip).

### **Section 8 – Knowledge and Skills**

- Advanced knowledge of, and experience in, office practices and procedures;
- Experience communicating with Indigenous group representatives, government representatives, stakeholder groups, members of the public, and process participants.
- Knowledge of office administrative procedures and practices.
- Ability to deal with frequent interruptions, multiple changing priorities, and competing deadlines.
- Excellent organization, planning, and coordination skills.
- Excellent initiative, discretion, and judgment.
- Ability to work independently and as part of a team.
- Ability to present information in plain language.
- Good communication skills, both oral and written.
- Good research skills.
- Ability to prioritize workload.
- Broad knowledge of Yukon Environmental and Socio-economic Assessment Board mandate, services and functions.
- General understanding of the Umbrella Final Agreement as it relates to the mandate of the Yukon Environmental and Socio-economic Assessment Board.

## Section 9 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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| <p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position</p> <p>Supervisor: _____</p> <p>Date: _____</p>                                                                                     | <p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p> |
| <p><b><u>Executive Director:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Executive Director: _____</p> <p>Date: _____</p> |                                                                                                                                                                                                                                                     |



